



# Drake University Pharmacy Student Handbook

■ Updated January 2024

## Table of Contents

|   |    |
|---|----|
| <a href="#"><u>Introduction</u></a>   | 1  |
| <a href="#"><u>College of Pharmacy and Health Sciences Vision</u></a>         | 1  |
| <a href="#"><u>College of Pharmacy and Health Sciences Mission</u></a>        | 1  |
| <a href="#"><u>Disclaimer</u></a>   | 1  |
| <a href="#"><u>Accreditation</u></a>  | 1  |
| <a href="#"><u>Student Feedback and Complaint Process</u></a>                 | 2  |
| <a href="#"><u>Educational Goals of the Doctor of Pharmacy Curriculum</u></a> | 2  |
| <a href="#"><u>Technical Standards for the PharmD Program</u></a>             | 3  |
| <a href="#"><u>PharmD Curriculum</u></a>                                      | 4  |
| <a href="#"><u>Admission into the Professional Program</u></a>                | 4  |
| <a href="#"><u>Dual Degrees</u></a>   | 5  |
| <a href="#"><u>Pharmacy/MBA</u></a>   | 5  |
| <a href="#"><u>Pharmacy/MPA</u></a>   | 5  |
| <a href="#"><u>Pharmacy/MPH</u></a>   | 5  |
| <a href="#"><u>Pharmacy/MSLD</u></a>  | 5  |
| <a href="#"><u>Pharmacy/MS HIA</u></a>  | 5  |
| <a href="#"><u>Pharmacy/Law</u></a>   | 5  |
| <a href="#"><u>Minors and Concentrations</u></a>                              | 5  |
| <a href="#"><u>Professional Electives Policy</u></a>                          | 5  |
| <a href="#"><u>Special Problems Courses/Research Opportunities</u></a>        | 6  |
| <a href="#"><u>The Drake Curriculum</u></a>                                   | 7  |
| <a href="#"><u>Areas of Inquiry</u></a>                                       | 7  |
| <a href="#"><u>Honors Program</u></a>   | 7  |
| <a href="#"><u>Senior Capstone</u></a>  | 8  |
| <a href="#"><u>Adjunct Faculty</u></a>  | 8  |
| <a href="#"><u>Pharmacy Advising and Mentoring</u></a>                        | 8  |
| <a href="#"><u>Purpose and Objectives of Advising Program</u></a>             | 8  |
| <a href="#"><u>Respective Roles</u></a>                                       | 8  |
| <a href="#"><u>Office of Student Affairs and Enrollment Management</u></a>    | 8  |
| <a href="#"><u>Faculty Advisor</u></a>  | 9  |
| <a href="#"><u>Student</u></a>  | 9  |
| <a href="#"><u>Registration</u></a>   | 9  |
| <a href="#"><u>Degree Audits</u></a>  | 9  |
| <a href="#"><u>Career Development</u></a>                                     | 9  |
| <a href="#"><u>University Academic Regulations</u></a>                        | 10 |
| <a href="#"><u>Attendance and Enrollment Validation</u></a>                   | 10 |

|  |    |
|--|----|
| <a href="#"><u>Transfer Credit Policy</u></a>  | 11 |
| <a href="#"><u>Credits by Examination</u></a>  | 11 |
| <a href="#"><u>Grading Policy</u></a>  | 11 |
| <a href="#"><u>Credit/No Credit</u></a>  | 11 |
| <a href="#"><u>Graduation and Residency Requirements</u></a>                               | 12 |
| <a href="#"><u>Academic Honors</u></a>   | 12 |
| <a href="#"><u>CPHS Policies and Procedures</u></a>  | 12 |
| <a href="#"><u>Credit Overload Request Procedure</u></a>                                   | 12 |
| <a href="#"><u>Exception to Program Policy</u></a>   | 13 |
| <a href="#"><u>Requirements for Progression</u></a>  | 13 |
| <a href="#"><u>Final Grade Appeal Policy</u></a>   | 14 |
| <a href="#"><u>Length of Program Policy</u></a>  | 14 |
| <a href="#"><u>Academic Probation/Suspension/Re-Enrollment Policy</u></a>                  | 15 |
| <a href="#"><u>Suspension Procedure</u></a>  | 15 |
| <a href="#"><u>Academic Suspension Appeal</u></a>  | 15 |
| <a href="#"><u>Re-enrollment Policy Following Suspension</u></a>                           | 16 |
| <a href="#"><u>Re-enrollment Policy Following Academic Suspension</u></a>                  | 16 |
| <a href="#"><u>Re-enrollment Policy Following Non-Academic Suspension or Dismissal</u></a> | 16 |
| <a href="#"><u>Additional Re-enrollment Documentation</u></a>                              | 17 |
| <a href="#"><u>Expectations following Suspension</u></a>                                   | 17 |
| <a href="#"><u>Re-Enrollment following Withdrawal for Medical Leave of Absence</u></a>     | 17 |
| <a href="#"><u>CPHS Honor Code Policy</u></a>  | 17 |
| <a href="#"><u>CPHS Chemical Dependency Policy</u></a>                                     | 18 |
| <a href="#"><u>Criminal Background Checks/Drug Screens</u></a>                             | 18 |
| <a href="#"><u>Electronic Communications Policy</u></a>                                    | 18 |
| <a href="#"><u>Laptop Computer Requirement</u></a>   | 19 |
| <a href="#"><u>Social Media Guidelines</u></a>   | 19 |
| <a href="#"><u>Student Immunization Policy</u></a>   | 20 |
| <a href="#"><u>Change of Legal Name Procedure</u></a>                                      | 21 |
| <a href="#"><u>Pharmacy Tuition/Fees and Scholarships</u></a>                              | 21 |
| <a href="#"><u>Student Organizations</u></a>   | 21 |
| <a href="#"><u>Standard Meeting Time</u></a>   | 22 |
| <a href="#"><u>Board of Pharmacy Internship Requirements</u></a>                           | 22 |

## Introduction

The PharmD Student Handbook has been compiled to provide students important information regarding the Pharmacy curriculum, an overview of academic policies and procedures, and a list of resources and services offered through the University and the College of Pharmacy and Health Sciences (CPHS). Pharmacy students should be familiar with critical policies, procedures, and information related to all Drake professional students found in the [General Catalog of the University](#) and in the [University Student Handbook](#).

To the extent that the provisions of this handbook conflict with the General Catalog or the University Handbook, this handbook shall prevail with regard to all Pharmacy students registered in the College of Pharmacy and Health Sciences. This handbook is not meant to discourage students from utilizing more personal sources of information; namely, faculty advisors, the Office of Student Affairs & Enrollment Management, or other members of the faculty. The pharmacy program of the Drake University College of Pharmacy and Health Sciences is accredited by the Accreditation Council on Pharmacy Education and is a member of the American Association of Colleges of Pharmacy.

## The Vision for the College

A diverse community of learners leading the way to a healthy world.

## College Mission Statement

Preparing Today's Learners to be Tomorrow's Health Care Leaders.

The College of Pharmacy and Health Sciences provides an intellectually stimulating learning environment with collaborative learning among students, faculty, and staff. Graduates are liberally educated professionals who are dedicated to serving their clients, patients, profession, and community. The College emphasizes excellence and leadership in education, service, and scholarship.

## Disclaimer

None of the information provided here or elsewhere by the College of Pharmacy and Health Sciences constitutes a contract between the University and the student. The College of Pharmacy and Health Sciences reserves the right to make changes in curricula, admission policies, procedures, tuition and financial aid, academic standards and guidelines, student services, and other regulations or policies without giving prior notice.

## Accreditation

Drake University College of Pharmacy & Health Sciences (CPHS) is accredited by the Accreditation Council for Pharmacy Education. The [Accreditation Council on Pharmacy Education](#) (ACPE), the pharmacy program accreditation agency, is required by the U.S. Secretary of Education to require its pharmacy programs to record and handle student complaints regarding a school's adherence to the ACPE Standards:

1. The student who wishes to file a complaint with the pharmacy accrediting organization (ACPE) should do so at: <https://www.acpe-accredit.org/complaints/>. The college/school will be contacted by ACPE for a response.
2. In addition, the student may communicate this to the Drake CPHS using an online form available [at this link](#). This form will be directed to the Student Affairs Office, where it will be considered, recorded, and a response provided.
3. The file of student complaints will be made available for inspection to ACPE at on-site evaluations, or otherwise at ACPE's written request. The findings of this inspection, and the resulting implication(s) to the accreditation of the professional program, shall be noted in the Evaluation Team Report.

## Educational Goals and Objectives of the Doctor of Pharmacy Curriculum

*Adopted by the Faculty: December 1, 2015*

The purpose of the pharmacy professional program is to provide the graduate with the relevant knowledge base, skills, attitudes, ethics and values to engage in the entry-level practice of pharmacy. The curriculum is designed to provide the graduate with competence in the following areas established by the Center for the Advancement of Pharmaceutical Education (CAPE):

**1.1. Learner (Learner)** – Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient-centered care.

**2.1. Patient-centered care (Caregiver)** – Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

**2.2. Medication use systems management (Manager)** – Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

**2.3. Health and wellness (Promoter)** – Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

**2.4. Population-based care (Provider)** – Describe how population-based care influences patient-centered care and influences the development of practice guidelines and evidence-based best practices.

**3.1. Problem Solving (Problem Solver)** – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

**3.2. Educator (Educator)** – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

**3.3. Patient Advocacy (Advocate)** – Assure the patients' best interests are represented.

**3.4. Interprofessional collaboration (Collaborator)** – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

**3.5. Cultural sensitivity (Includer)** – Recognize social determinants of health to diminish disparities and inequities in access to quality care.

**3.6. Communication (Communicator)** – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

**4.1. Self-awareness (Self-aware)** – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

**4.2. Leadership (Leader)** – Demonstrate responsibility for creating and achieving shared goals, regardless of position.

**4.3. Innovation and Entrepreneurship (Innovator)** – Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

**4.4. Professionalism (Professional)** – Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

## Technical Standards for the PharmD Program

The professional program leading to the PharmD degree requires a certain level of cognitive, behavioral, and technical skill and ability inherent in a professional education. The following technical standards describe non-academic qualifications considered essential for successful completion of the educational objectives of the pharmacy curriculum. Candidates and students must possess the ability to perform or ability to learn to perform the non-academic skills listed below.

Students may seek reasonable accommodations for a disability, medical condition, or temporary injury/condition by contacting University's Office of Access and Success. The Office will determine a student's eligibility for and, when warranted, approve appropriate accommodations and services.

In all cases, the integrity of the curriculum must be maintained, and all elements deemed essential to successfully complete the program must be preserved. Fulfillment of the technical standards for the program does not guarantee the ability to fulfill any specific post-graduation field or employment technical requirements. Candidates or students who have concerns about meeting the technical standards should contact the Assistant Dean of Student Affairs.

### **Observational Skills:**

Candidates and students must have the ability to:

- Acquire information presented through demonstrations, experiments, and exercises.
- Evaluate a patient accurately at a distance and close at hand to assess relevant health, behavioral, and medical information.
- Obtain and correctly interpret information through patient assessment and evaluation.

- Obtain and interpret patient information via electronic health records while maintaining patient confidentiality.

### **Communication Skills:**

Candidates and students must have the ability to:

- Communicate interactively with patients to elicit information.
- Interpret nonverbal communication displayed by patients.
- Communicate effectively and sensitively to enable effective patient care including verbal, written and nonverbal communication.
- Communicate effectively and efficiently with all members of the health care team.
- Clearly and accurately record information necessary to document patient health care.

### **Clinical Skills:**

Candidates and students must have the ability to:

- Perform physical examination and assessment.
- Perform diagnostic and therapeutic maneuvers to provide patient care.
- Respond to emergency situations in a timely manner.
- Follow universal precaution procedures and applicable safety standards for the environment.

### **Intellectual, Conceptual, Integrative and Quantitative Abilities:**

Candidates and students must have the ability to:

- Consistently, quickly, and accurately integrate information received.
- Integrate, analyze, synthesize, and interpret data in order to make decisions in clinical settings where there may be distractions.
- Perform clinical functions in a timely manner and under a high amount of stress in diverse clinical settings and patient populations.
- Perform clinical functions where others may be present.
- Perform basic mathematical functions and read and interpret information in an accurate and timely manner.
- Integrate and process information promptly and accurately in a time-sensitive environment.
- Process information to solve problems, make decisions quickly, and respond immediately when necessary.
- Interpret causal connections and make accurate, fact-based conclusions based on available data and information.
- Formulate a hypothesis and investigate potential answers and outcomes to reach appropriate and accurate conclusions.

### **Behavioral and Social Attributes:**

Candidates and students must have the ability to:

- Exercise good judgment.
- Promptly complete all responsibilities.
- Develop mature, sensitive, and effective relationships with patients and others (team members, families, caregivers, etc.).
- Effectively handle and manage heavy workloads and function effectively in stressful situations.

- Adapt to changing environments and display flexibility.
- Function in the face of uncertainties inherent in-patient care.
- Demonstrate compassion, integrity, concern for others, interpersonal skills, interest, and motivation.
- Accept feedback and respect boundaries.
- Care for all patients in an effective and respectful manner regardless of any protected status.
- Understand and function within the legal and ethical aspects of the practice of pharmacy.
- Display ethical and moral behaviors commensurate with the role of a pharmacist in all interactions.

The applicant should evaluate themselves for compliance with these technical standards. Students sign an acknowledgement during CPHS Professional Student Orientation confirming that they have received, read, and know all requirements in the program student handbook including program technical standards. The CPHS Office of Student Affairs and Enrollment Management maintains record of this acknowledgement.

## The PharmD Curriculum

The pharmacy curriculum is responsive to changes within the profession, and therefore, course requirements may vary by catalog year or graduation term. To view the curriculum requirements of the pharmacy program, visit the [Doctor of Pharmacy](#) website.

## Admission to the Professional Program

Please see the [PharmD Admission website](#) for more information on Admission into the Professional Program.

## Dual Degrees

The College of Pharmacy and Health Sciences offers opportunities for Doctor of Pharmacy students to pursue a master's level dual degree in Business Administration, Public Administration, Public Health, Leadership Development, and Health Informatics and Analytics. PharmD students also have the opportunity to pursue a dual degree in law, a Doctor of Jurisprudence (JD).

[Pharmacy/MBA](#)

[Pharmacy/MPA](#)

[Pharmacy/MPH](#)

[Pharmacy/MSLD](#)

[Pharmacy/MS HIA](#)

[Pharmacy/Law \(JD\)](#)

### Additional Information

Once admitted to a dual degree program, students may count MBA, MPA, MPH, MSLD, MS HIA, and Law credits toward the required professional pharmacy electives (5 credits). Additionally, students in the MBA, MPA, MSLD, and MS HIA programs begin to earn graduate level credits and will have two separate grade point averages on their Drake transcript: Professional Health Care GPA and Graduate

GPA. Students admitted to the MPH program at Des Moines University will have a graduate level transcript and GPA through Des Moines University. Students in the Law program will have a Law GPA in addition to their Professional Health Care GPA.

## Minors and Concentrations

Drake University has established departmental requirements for academic minors and concentrations. Students who earn academic minors and/or concentrations will have these credentials recorded on their diplomas and on their transcripts. Pharmacy students, based on catalog regulations, should be able to earn minors or concentrations in many different disciplines without expanding the hours required for graduation.

Common minors and concentrations for pharmacy students include Business, Psychology, Global and Comparative Public Health, Diabetes, and Leadership Studies. However, pharmacy students can pursue a minor or concentration in any academic area. A complete list of minors and concentrations is available on the [Undergraduate Programs website](#). For information regarding the requirements for minors or concentrations, see the departmental website and the [Drake University General Catalog](#).

Students interested in pursuing an academic minor or concentration should coordinate their coursework with the appropriate departmental advisor and the CPHS Office of Student Affairs and Enrollment Management. Students may declare a minor/concentration using the Change of Record Request link under the Student Records menu on the MyDrake Student Homepage.

## Professional Electives Policy

Core curricula of CPHS degree programs may require professional elective courses that permit exploration of and/or advanced study in areas of professional interest within the student's primary degree.

Professional electives provide the student with an opportunity to not only pursue areas of intellectual interest, but also to develop an individual "brand" that may benefit them in their professional or academic future. Professional electives should (a) expand upon information presented in the standard curriculum, (b) introduce new information that is relevant to the field of study, (c) or prepare the student for graduate study. Professional electives must be CPHS-labeled courses, those indicated on approved curriculum guides, or courses otherwise approved by the College's Academic Affairs Committee (AAC). Any professional elective must be numbered 100-level or higher for graduate and doctoral-level programs. Bachelor of Science in Health Sciences candidates may refer to courses indicated in current curriculum guides. Other courses (even if taught by CPHS faculty) are not considered professional electives except with an approved Exception to Program Policy (request form available on the [CPHS Forms Library](#)). AAC shall review and approve courses as professional electives when submitted for consideration as a professional elective by the instructor. CPHS professional electives will be indicated in the University course catalog.

Students who desire to have a non-approved elective count toward professional elective credit should apply for an Exception to Program Policy, via the form available on the CPHS Forms Library, prior to taking the course whenever possible. Professional electives must be taken for a grade unless the course is designed as credit/no credit. Students should refer to their degree audit for determination of the total number of required professional electives.

### Additional policies for Doctor of Pharmacy Professional Electives:

- Professional electives should be taken no earlier than the first semester in the PharmD curriculum. Professional electives taken prior to admission into the professional program are not to be counted toward the required total. If the required total is not met, it may delay the student's progression to advanced pharmacy practice experiences.
- Independent study may be allowed as professional elective credit if (a) the experience is not applied toward required course and (b) appropriate for the degree of study. While students may engage in multiple independent studies as allowed by their schedule, no more than 50% of total professional elective credits required may be obtained via independent study. Independent study must be conducted with CPHS faculty to be considered as a professional elective.
- Students completing the joint degree programs for MBA, MPA, MPH, JD, MSLD, and MS HIA may apply these courses in these programs toward professional elective requirements.
- Students completing any PharmD concentration offered by CPHS, the Global and Comparative Public Health Concentration, or the Leadership Education and Development Minor may apply core required (100 level) courses in these programs toward professional elective requirements.

### Special Problems Courses/Research Opportunities

Students may elect to enroll in Special Problems in Pharmacy courses (PHAR 164-166) in the professional program. These are one to three credit hour courses which must be prearranged and approved by a specific faculty member, department chair, and Associate Dean. Many students will enroll in these courses as an opportunity to participate in undergraduate research in a specific area in pharmacy. These courses may be used towards the general and professional elective requirements in the curriculum. To enroll in a special problems course, an [independent study form](#) must be completed by the student and the instructor overseeing the program. Before completing the form, the faculty member and student should discuss the independent study description, objectives, and activities. The Independent Study Form is approved and signed electronically by the supervising faculty member, department chair, and Associate Dean. Additional information regarding research opportunities is available on the [Undergraduate Research website](#).

### The Drake Curriculum

The Drake Curriculum is not required of those students who meet the criteria of Drakes [General Education Articulation Agreement](#).

### Areas of Inquiry

Pharmacy students who do not meet the criteria of the General Education Articulation Agreement will complete the Drake Curriculum. The Drake Curriculum serves to provide students the breadth of knowledge and skills necessary to function in a complex and rapidly changing world. There are three components to the Drake Curriculum: First-Year Seminar (FYS), a set of Areas of Inquiry (AOI) requirements or Honors Program requirements, and a Senior Capstone. Each component is described on the [Drake Curriculum website](#). The following table lists the AOIs that are completed through the pre-pharmacy and PharmD major requirements and those that will be fulfilled by various electives. Note that one course may only fit into one area.

| Area of Inquiry     | Required Pharmacy Course |
|---------------------|--------------------------|
| Artistic Literacy   | Elective                 |
| The Engaged Citizen | ENG 037: Public Voices   |

|                                       |  |
|---------------------------------------|--|
| Historical Foundations                | 2 Electives                                      |
| Global & Cultural Understanding       | Elective   |
| Written Communication                 | Elective   |
| Critical Thinking                     | STAT/HSCI 060: Statistics                        |
| Information Literacy                  | PHAR 145: Basic Pharmacy Skills & Applications 2 |
| Scientific Literacy: Life Science     | BIO 012: General Biology 1                       |
| Scientific Literacy: Physical Science | CHEM 001: General Chemistry 1                    |
| Quantitative                          | MATH 050: Calculus 1                             |
| Values & Ethics                       | PHAR 162: Pharmacy Law & Ethics                  |
| Equity & Inclusion                    | PHAR 184: Advanced Pharmacy Skills & App I       |

### Honors Program

Students can choose to complete the [Honor Program](#) rather than the AOIs to fulfill the Drake Curriculum. The following table lists the courses required of students pursuing the Honors Track, and those that are fulfilled by the pharmacy requirements.

| Honors Requirement   | Pre-Professional Course                 |
|--|---|
| Scientific Literacy (Physical or Life Sciences; including lab) | BIO 012/012L: General Biology and Lab I |
| Quantitative Literacy  | MATH 050: Calculus I                    |
| Artistic Literacy  | Elective                                |
| HONR 100: Paths to Knowledge                                   | Elective                                |
| 15 additional credits in Honors                                | Electives                               |

### Drake Senior Capstone/Advanced Pharmacy Practice Experiences (APPE)

Pharmacy students will take Advanced Pharmacy Practice Experiences (PHAR 285) during the P4 year that fulfills the Drake Senior Capstone requirement.

To participate in Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE), pharmacy students are required to fulfill the multiple requirements and follow the policies outlined in the Pharmacy Experiential Manual provided to students in the CORE Document Library.

### Adjunct Faculty

Adjunct faculty members are evaluated and appointed by the University after approval by the Colleges faculty. Adjunct faculty members are utilized primarily in the Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) of the curriculum. These are established and respected scientists, practitioners, and administrators who participate in the program on a volunteer basis. Adjunct faculty serving these roles are referred to as preceptors. Preceptors are responsible for the on-site supervision, teaching, and evaluation of pharmacy students IPPE and APPE activities.

### Pharmacy Advising and Mentoring

Pharmacy students are assigned a CPHS faculty member as their advisor and mentor.

## Purpose and Objectives of Advising Program

The CPHS advising program seeks to support the mission of Drake University and the Health Sciences program in the provision of a student-centered learning environment. The CPHS advising program personnel include the faculty advisor and the Office of Student Affairs & Enrollment Management. Through this team, students have multiple sources of information to address questions related to the Drake Curriculum and Pharmacy curricular objectives. An individual educational plan will be developed by the student with input from the faculty advisor and CPHS Office of Student Affairs & Enrollment Management. The development of the plan will seek to achieve the following:

- I. confirmation of the student's major and track within the pharmacy program,
- II. discussion of professional life goals including career paths and post-graduate work,
- III. satisfactory completion of requirements of the program,
- IV. completion of annual requirements for progression within the program,
- V. development of skills necessary for succeeding in the program that they have chosen, and
- VI. referral of the student to resources and services on campus if needed.

## Respective Roles

### Office of Student Affairs and Enrollment Management

- I. Answer student questions regarding registration, credit completion, course transfer process, and study abroad opportunities
- II. Coordinate registration process, verifying appropriate registration of courses
- III. Review/approve educational plan and transfer credit requests
- IV. Update degree audits with regard to substitutions, program exceptions, and transfer courses
- V. Serve as a resource for additional degree opportunities such as minors and concentrations and accelerated programs
- VI. Coordinate and communicate opportunities for internship, study abroad, research and post-graduate study

### Faculty Advisor

- I. Help students adapt to the college environment
- II. Assist in the development of the student's education plan by providing input and feedback
- III. Encourage discussions about the appropriateness of their chosen career path and the career options within the profession
- IV. Assist students in identifying opportunities for professional skill development
- V. Make appropriate referrals to university student service offices when academic or personal difficulties arise
- VI. Discuss professional career path opportunities and requirements

### Student

- I. Initiate conversations with advisor
- II. Utilize resources and services provided by the Office of Student Affairs and Enrollment Management
- III. Access degree audit to verify correct records
- IV. Be familiar with policies/procedures and take responsibility for deadlines and if unsure, ask

- V. Take an active role in the development of the advising process
- VI. Research career options and graduate/professional admissions processes
- VII. Seek out opportunities for involvement, leadership, and professional development
- VIII. Maintain and update the individual educational plan

## Course Registration

Pharmacy students complete registration online through the University's Self Service system. Students can access Self Service through [myDrake](#). The Drake University Office of the Registrar provides comprehensive information regarding the registration process including adding and dropping courses, error messages, wait lists, and registration dates and times on the [Registration webpage](#). In addition, the CPHS Office of Student Affairs and Enrollment Management distributes detailed registration information to pharmacy students through the CPHS Student Announcements and the [CPHS Registration Bulletin](#).

## Degree Audits

Degree audits are a tool that enable students to evaluate their progress towards graduation. Pharmacy students are responsible for reviewing their degree audits on a periodic basis to assure that transfer credits are received and curricular requirements are being met. Students should always generate a new degree audit when reviewing their progress. Students are encouraged to view the [CPHS Current Student Resources](#) webpage for tools, resources, and FAQs regarding advising, course registration, and degree audits.

## Career Development

Only students can chart their own destinies, but the College tries to help in this endeavor by providing opportunities throughout the pharmacy curriculum. Faculty advisors are also a helpful resource, as well as the professional organizations who often hold sessions to assist in career planning and internship seeking.

| <b>YEAR</b>  | <b>CAREER CONNECTIONS</b>  |
|--------------|--|
| <b>FR-SO</b> | <b>PHAR 11, 31, 51, 71</b><br>Introduces students to career options through guest speakers and shadowing activities. Includes an internship seminar where students can learn the best methods to seeking internships.  |
| <b>P1-P3</b> | <b>INTERNSHIPS</b><br>At the beginning of the first day of class of the first professional year students enrolled in the pharmacy program may begin earning internship hours in Iowa. A number of internship positions are listed in the <a href="#">Career Services</a> area of the pharmacy website, as well as distributed through the CPHS Pharmacy Student Weekly Announcements. Networking with students, professors, and organizations is highly effective. |
| <b>SO-P2</b> | <b>PATHWAYS PROGRAM</b><br>Students are able to determine their interests and how they match with various pharmacy careers.  |
| <b>P1-P4</b> | <b>EMPLOYER CAREER FAIR</b><br>Recruiters and pharmacy employers discuss their career options in seminar and display formats.  |
| <b>P4</b>    | <b>GRADUATE SEMINAR</b>  |

Graduating students have the opportunity to hear employers discuss appropriate interview attire, mannerisms, and actions. Students also receive the opportunity to sign up for interview days at this time.

**P4 PHARMACY INTERVIEW DAYS - FALL**

Recruiters and pharmacy employers come from throughout the U.S. to interview P4 students.

At the College of Pharmacy and Health Sciences Doctoral Hooding and Commencement Ceremony each year, graduates complete surveys indicating their plans upon graduation, including employer, salary, and location.

## University Academic Regulations

### Attendance and Enrollment Validation

Attendance is the responsibility of students and is essential for ideal learning to take place. Faculty members appreciate the courtesy of knowing when commitments cannot be met. Attendance policies are determined for each course by the instructor(s) and will be presented to the students at the beginning of that course. Failure to attend the first class may result in the student being dropped from the course. Noncompliance with attendance policies may affect the final grade in a course.

In the event of extenuating circumstances, students should contact the Office of Student Affairs & Enrollment Management for assistance in notifying instructors of a student's absence from class.

Additional information regarding [Attendance and Enrollment Validation](#) is available in the Drake University Undergraduate General Catalog.

### Transfer Credit Policy

Transfer credits are reviewed by the Office of the Registrar upon receipt of official transcripts from the transfer institution. The CPHS Office of Student Affairs & Enrollment Management may exercise additional discretion to award transfer credit for curricular requirements. The complete Transfer Credit Policy is available on the Drake University Office of the Registrar [Transfer Credit Information](#) webpage.

#### Important Notes:

All records of transfer credits must be received prior to beginning Advanced Pharmacy Practice Experiences. Students who desire to enroll in coursework at other U.S. institutions should complete the [Transfer Credit Request Form](#) to assure that the course will fulfill the intended requirement. Students who do not believe their coursework has been equated appropriately should contact the CPHS Office of Student Affairs & Enrollment Management. Pharmacy students are awarded a maximum of four credits of career/vocational technical transfer coursework.

### Credits by Examination/Advanced Placement

Pharmacy students may earn college credit by examination through the College Level Examination Program (CLEP), Advanced Placement (AP) Tests, International Baccalaureate Program (IB), and/or other special credit examinations. Students are ineligible to earn credit by examination in a lower-level course in a sequence of courses after they have completed a higher-level course in the same sequence. Credits

may not be earned through CLEP or other examinations that duplicate credit previously earned. Students are not eligible to earn credit through an examination if they have withdrawn from an equivalent course after the midpoint of the semester. Credit earned by examination does not apply to the last 30 hours, which must be earned at Drake. More information is available on the [AP, IB, CLEP Credit](#) webpage in the Drake University Undergraduate General Catalog.

## Grading Policy

Information regarding Grades and GPA can be found on the [Office of the Registrar website](#).

Pharmacy students are required to obtain a C or better (CR in 'credit/no credit') in all required courses in the professional program. Pharmacy students are permitted to repeat a required course one time only. Students who fail to receive a C or higher (CR in 'credit/no credit') in the repeated course will be dropped from the pharmacy program.

During the experiential rotation course work, students who do not achieve and maintain a minimal proficiency score of three (3) as defined in the Pharmacy Experiential Manual will be required to complete a remediation rotation. If enrolled in a remediation rotation, students who receive a failing grade (NC) will be dropped from the pharmacy program.

Once a student enters the professional program, all didactic coursework must be completed in four years. Students who are unable to complete the didactic course work in this time period will be dropped from the program.

## Credit/No Credit

Pharmacy students may register for and apply a maximum of 9 hours of course work on a credit/no credit basis toward graduation. These courses may only count as general elective credits. Courses regularly graded on a credit/no credit basis are not included within the maximum 9 hours. Students wanting to enroll in a course for credit/no credit should review the complete [Credit/No Credit](#) policy and procedures outlined in the Drake University Undergraduate General Catalog.

## Graduation and Residency Requirements

A student is required to be in residence in the College of Pharmacy and Health Sciences for all professional education coursework to be eligible for graduation.

Students must meet the following requirements to graduate with a PharmD degree from the College of Pharmacy and Health Sciences:

1. Successfully complete all academic requirements and be in good standing with the University ([Graduation Requirements](#)).
2. To the extent that such information is brought to the attention of the dean, exhibit the requisite professionalism, character, and professional promise in the judgment of the Dean of the College of Pharmacy and Health Sciences.
3. Satisfactorily resolve all financial obligations owed to the University.

***The final responsibility for the completion of graduation requirements is the student's responsibility, and accordingly, each student should become familiar not only with the curriculum but also with the academic regulations of the College.***

## Academic Honors

Pharmacy students who have attained academic excellence and high scholastic achievements earning a cumulative grade point average at Drake of 3.8 or higher at the time of graduation shall be recognized in the commencement program as receiving College Honors.

Pharmacy students may receive academic honors each semester through recognition on the Dean's or President's List. Criteria used to evaluate pharmacy students' eligibility for [Dean's and President's List](#) is outlined in the Drake University Undergraduate General Catalog.

Additional recognition including Latin honors, University Honors Program participation and membership in an honor society is awarded at the time of graduation in the University Commencement program. For more information, visit the [Honors at Graduation](#) webpage.

## CPHS Policies and Procedures

### Credit Overload Request Procedure

1. Complete and submit the [Credit Overload Request Form](#) found under CPHS Forms on the [Resources for Current Students website](#), prior to registration day/time. This form must be completed prior to the conclusion of the second week of the semester.
2. The [Credit Overload Request Form](#) will be reviewed by the CPHS Dean's Office. Students will receive a confirmation email once the form is reviewed and processed.
3. Overload fee waiver requests are reviewed in the first weeks of the fall and spring semesters. Students waiting on the review of their overload fee waiver request should not pay the overload fee but wait for the review process to be carried out and the fee to be removed by Student Account Services.
4. Overload Fee Waiver requests made after the third week of a fall or spring semester will not be considered and the student will be responsible for the fee incurred.

### Exception to Program Policy

Pharmacy students may request a course waiver, course substitution, or other program exception via the Exception to Program Policy form available on the [CPHS Forms Library](#). Requests will be considered by the Associate Dean of Curriculum and Assessment in consultation with the student's faculty advisor, the Office of Student Affairs and Enrollment Management, and/or the College Administrative Committee inclusive of college administrators and department chairs.

### Requirements for Progression

There are several policies that impact progression in the PharmD curriculum and, if not met, may result in a delayed graduation date. These policies are summarized below.

1. Once a student enters the professional program, didactic coursework (non-APPE requirements) must be completed in four years. Students who are unable to complete the requirements in this time period will be dropped from the program. (see also in Grading Policy section)
  - a. If a student's program is extended to four years of didactic coursework, PHAR 175 and PHAR 176 (Continuing Professional Development V and VI) must be taken in the fourth year as these courses are intended for students who will enroll in PHAR 285: Rotations the following May.
2. Students are required to obtain a C or better (CR in 'credit/no credit') in all required courses in the professional program. (see also in Grading Policy section)
3. Students are permitted to repeat a required course one time only. Students who fail to receive a C or higher (CR in 'credit/no credit') in the repeated course will be dropped from the pharmacy program. (see also in Grading Policy section)
4. Students who fail to earn a C or higher (CR in 'credit/no credit') in three or more required courses during a semester will automatically have a delayed graduation date of one academic year.
5. Students who do not have a delayed graduation date and fail to earn a C or higher (CR in 'credit/no credit') in required coursework cannot repeat more than 2 courses during a semester.
6. Students who are repeating coursework during a semester cannot enroll in more than 21 credit hours.
7. Any student's probation or suspension status can delay progression in the professional pharmacy program. Specific probation and suspension criteria may be found in the Honor Code, the General University Catalog, and the University Student Handbook. (See also Academic Probation, Suspension, and Re-Enrollment Policy section)
8. Progression to advanced pharmacy practice experiences requires completion of Pharmacy Curriculum Outcomes Assessment (PCOA).
9. Progression to advanced pharmacy practice experiences requires completion of 171 credit hours. This includes all requirements for entry into the professional pharmacy program as well as successful completion of all the requirements of the professional pharmacy program.
10. Information obtained from background checks and drug screens may inhibit students from progressing in the professional program. (See also Criminal Background Checks and Chemical Drug Screening policies).
11. Successful progression to graduation means the advanced pharmacy practice experience course work has been completed and the student has achieved and maintained a minimal proficiency score of three as defined in the Pharmacy Experiential Manual. Students who do not meet this requirement may be placed in an experiential remediation course. Students who receive a failing grade (NC) in the experiential remediation course will be dropped from the pharmacy program. (See also Grading Policy section)
12. Successful progression to graduation means completing all academic requirements and be in good standing with the University. (See also Graduation Requirements section)
13. Candidates for graduation must have at least a 2.00 cumulative grade point average. (See also University Graduation and Residency Requirements section)

**Note on tracking progression:** At the end of each semester, the Office of Student Affairs and Enrollment Management tracks class standing in the professional program and graduation dates to enhance student services and communications to each student. Communications to students will occur if a progression policy herein has not been met, and students will be expected to submit the [Professional Student Progression Agreement](#) to ensure the appropriate documentation of academic plan revisions and

student awareness of various progression policies. A student whose failure to progress results in a delay of graduation may be required to repeat courses specified by the Office of Student Affairs and Enrollment Management or the student may be suspended or placed on probation at that time (in accordance with the Academic Probation/Suspension/Re-Enrollment Policy section).

Students may also be required to repeat previous course work in the event of significant content changes.

### Final Grade Appeal Policy

Pharmacy students may appeal a final grade in a course. It is the right and responsibility of the faculty to establish students' grades. Thus, the appeal process for students who question a final grade in a course is to discuss the grade with the instructor and provide clear and convincing evidence of procedural error, instructor bias, and/or arbitrary grading. Students are expected to review the full [Final Grade Appeal Policy](#) to determine if their circumstances fulfill the evaluation criteria for an appeal.

### Length of Program Policy

Once a student enters the professional program, all didactic coursework must be completed in four years. This four-year timeframe may be paused for medical or personal leave approved by the College as outlined elsewhere in this document. However, the entire PharmD curriculum must be completed within 150% of the expected timeline (i.e., 6 academic calendar years) laid out in the current PharmD curriculum guide inclusive of approved medical or personal leave, suspensions, repeated courses, and experiential coursework. Students who are unable to complete all coursework within this time period will be dropped from the program.

Students requiring any absences from the College for greater than 12 cumulative months must meet with the Assistant Dean of Student Affairs and Enrollment Management for development of an academic success plan upon re-entry into the program. The Assistant Dean of Student Affairs and Enrollment Management in consultation with the department chairs of the Department of Pharmaceutical and Administrative Sciences and Pharmacy Practice Department will appoint an ad hoc committee for review of the student's case. The ad hoc committee will be comprised of the student's faculty advisor, one member of the Department of Pharmaceutical and Administrative Sciences, and one member of the Pharmacy Practice Department. The ad hoc review committee may suggest items including, but not limited to:

- Examination(s) that may reveal retention of knowledge of prior coursework
- Repeating select courses for grade or audit
- Assignment of other remediation including study with individual faculty members for focused content
- Setting specific timelines for completion of remaining coursework
- Follow up meeting plan with a faculty advisor or the Student Affairs office to determine progress

The ad hoc review committee may also conclude that no special remediation steps are needed. The Assistant Dean of Student Affairs and Enrollment Management will review the recommendations with the student and make a final plan available to any necessary parties.

## Academic Probation, Suspension, and Re-Enrollment Policy

To the extent possible, the CPHS Academic Probation, Suspension and Re-Enrollment Policy is consistent with the Drake University Academic Probation and Suspension Policy defined in the [Drake University Undergraduate General Catalog](#) and the [Drake University Student Handbook](#). A pharmacy student may also face probation, suspension, or dismissal for a variety of reasons addressed in the CPHS Honor Code Policy, CPHS Chemical Dependency Policy, and/or CPHS Student Immunization Policy.

A pharmacy student may be dismissed from the professional pharmacy program at the College of Pharmacy and Health Sciences. This can occur when a student fails to meet the criteria in the standard grading policy or if a student is no longer eligible for certification with the National Association of Boards of Pharmacy (NABP). The student may request to remain at Drake to pursue a degree in another major. This action is permanent, and the student may not be readmitted to the pharmacy program.

## Suspension Procedure

The University Dean of Students office, the CPHS Assistant Dean of Student Affairs and Enrollment Management, or other University or College administrators may notify a student in writing of their suspension following a violation of a University and/or College policy.

In general, suspension or dismissal from the College and/or University may result from failure to adhere to any of the following policies:

1. [Academic Probation/Suspension Policy](#)
2. [CPHS Honor Code Policy](#)
3. [CPHS Chemical Dependency Policy](#)
4. [Nondiscrimination and Accessibility Policies](#)
5. [Student Code of Conduct](#)
6. [Student Immunization Policy](#)

## Academic Suspension Appeal

In accordance with university policy, a suspended student has the right to appeal their academic suspension. The student has ten (10) calendar days to appeal the suspension via the [Suspension Appeal Form](#) to the CPHS Student Affairs Officer (generally the Assistant Dean of Student Affairs and Enrollment Management). Additional information about how to submit and what to include in an appeal is available from [Access and Success](#). If the appeal is granted, the student may continue with coursework at Drake University and progress within their respective program. If the student does not appeal or if their appeal is denied, the student must apply for re-enrollment before being allowed to resume coursework.

## Re-Enrollment Process following Suspension

If a suspended student plans to re-enroll in the College, they must contact the Student Affairs Officer of the College to create an action plan sufficiently in advance of the deadline for submission of re-enrollment materials such that the timeline for completion of the plan may be fulfilled. It is the student's responsibility to initiate contact with the Student Affairs Officer, and this step must occur regardless of the source of the suspension (University versus College). The action plan will be developed with the intent of preparing the student to be successful if allowed to return to the program and approved by the Student Affairs Officer.

The action plan may include certain remediation/tasks relevant to the reason for suspension. Tasks may include, but are not limited to, the following:

- Academic Probation/Suspension Policy - retaking specific courses to improve knowledge base, retaking written or verbal communication courses, etc.
- Honor Code - taking additional coursework or training in ethics/professionalism, etc.
- Chemical Dependency Policy - completing a substance use evaluation program, seeking specific medical or psychological care, participating in relevant help groups, etc.
- Nondiscrimination and Accessibility Policies - completing training programs, participating in relevant support groups, etc.
- Student Immunization Policy - receiving required immunizations

### **Re-Enrollment Policy following Academic Suspension**

Pharmacy students who have been suspended for academics may apply to the University for re-enrollment after one academic year. Students suspended for the first time may apply for re-enrollment; students suspended twice, regardless of the reasons, are ineligible for re-enrollment. Students should refer to the [Request for Re-Enrollment](#) webpage to complete the Re-enrollment Request Form, view deadlines for applying to re-enroll, and other important student information.

The University Office of the Registrar will collaborate with the CPHS Student Affairs Officer to review the student's application for re-enrollment and render a re-enrollment decision.

### **Re-Enrollment Policy following Non-Academic Suspension or Dismissal**

Pharmacy students who have been suspended due to a non-academic issue (e.g., Honor Code, Chemical Dependency, etc.) may apply for re-enrollment after one year or after the specified time outlined in the suspension letter. The re-enrollment process follows the same process and deadlines as an academic suspension, beginning with the [Re-enrollment Request Form](#). The Office of the Registrar will forward the re-enrollment request to the CPHS Student Affairs Officer. Criteria to be met for re-enrollment will be evaluated based on the respective policy related to the suspension decision.

### **Additional Re-Enrollment Documentation**

Suspended pharmacy students will be held to the same academic and professional standards as all other students in the program. These standards include the student's academic performance, communication skills, emotional maturity, leadership ability, involvement in the community, and professional attitude/behavior. The CPHS Student Affairs Officer may request additional documentation from a student requesting to re-enroll. Additional documentation may include but is not limited to the following:

1. A written personal statement asserting the student's ability to successfully pursue the pharmacy curriculum after having been suspended. This statement must address, in detail, how the student has successfully met the action plan established at the time of suspension, if applicable. The student must also submit documentation that the factor(s) or condition(s) responsible for the original suspension have been remedied or significantly improved.
2. Submission of official transcripts of any course work completed at another institution since the time of suspension from Drake University.

Suspended students will be eligible for re-enrollment only after satisfactorily completing the action plan within the time frame set forth by the Student Affairs Officer. The Student Affairs Officer will decide whether a suspended student can re-enroll in the College. The student will be notified in writing

regarding the status of their re-enrollment request. If re-enrollment is denied, the student has five (5) calendar days to appeal this decision in writing to the Dean of the College.

### **Expectations Following Suspension**

Pharmacy candidates re-enrolled following a suspension will return on a probationary status. To remain at Drake, the student must earn a semester grade point average of 2.0 or above during their first semester of re-enrollment as well as meet all other College criteria and policies or they will be suspended again. Any pharmacy student, suspended for a second time for the same or different violation, will not be eligible for re-enrollment in the pharmacy program at Drake University.

### **Re-enrollment following Withdrawal for Medical Leave of Absence**

Students approved for a medical leave of absence must complete the [Voluntary Medical Leave of Absence Re-enrollment Request Form](#). This request form and all supporting documentation must be submitted to the CPHS Student Affairs Officer by the deadline outlined on the request form. The full Medical Leave of Absence Policy and required documentation for re-enrollment is provided on the [Division of Student Affairs](#) webpage.

Questions and requests for re-enrollment should be directed to the Office of Student Affairs and Enrollment Management in the College of Pharmacy and Health Sciences.

### **CPHS Honor Code Policy**

Students in the College of Pharmacy and Health Sciences are expected to maintain a professional manner and conduct in practice settings and on campus. Unprofessional behavior and academic dishonesty are not accepted and will not be tolerated.

Pharmacy students are expected to read the full [CPHS Honor Code Policy](#) and sign the Pledge of Honor. Assignments requiring completion of these tasks are integrated into Career, Academic, and Professional Success (CAPS) courses and CPHS Professional Student Orientation and transition programs.

### **CPHS Chemical Dependency Policy**

Pharmacy students are expected to read the full [CPHS Chemical Dependency Policy](#) and sign the Student Agreement. Required completion of these tasks are integrated into Career, Academic, and Professional Success (CAPS) courses and CPHS Professional Student Orientation and transition programs. If a student is suspected or known to have a use disorder or concern, it should be brought to the attention of the Assistant Dean of Student Affairs and Enrollment Management.

### **Criminal Background Checks**

Pharmacy students will submit to a criminal background check prior to the first day of class and prior to entering rotations. Because many early and advanced experiential sites require background checks, information obtained may inhibit students from progressing into the professional program or into their rotation experiences. The background check will include social security number validation, address history for past 10 years, felony and misdemeanor criminal history search for all counties identified by the address history for the last seven years, national criminal history database, sex offender registries, child/elder abuse registries, motor vehicle driving record, and governmental agencies such as the Office of Inspector General. Results of the background checks will be kept in a locked cabinet in the office of the Assistant Dean of Student Affairs and Enrollment Management. The results of the background check

will be shared within and outside the University on a need-to-know basis only. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. The College will notify students of findings as required by the Fair Credit and Reporting Act. Students will be assessed a fee to cover the cost of the background check. Furthermore, information obtained from background checks may be included on or with board licensure applications or other regulatory bodies that request information from the Drake University College of Pharmacy and Health Sciences. Students have the right to request, from the College of Pharmacy and Health Sciences, copies of all documents and other information shared with any regulatory body pertaining to their licensure.

## Chemical Drug Screens

Pharmacy students will be required to complete a chemical drug screen prior to the first day of class as well as before entering their rotation experiences. Because many early and advanced experiential sites require drug screens, information obtained may inhibit students from progressing into the professional program or into rotations. The College will determine the vendor and location of the drug screen. Drug screens completed for employment or independently by the student will not be accepted. Students will be assessed a fee to cover the cost of the drug screen. The drug screen will include a 10-panel drug screen with point of custody through an outside vendor. The results of the drug screen will be shared within and outside the University on a need-to-know basis only and filed securely on the Colleges file storage system in Microsoft Teams. Only CPHS personnel designated by the Assistant Dean of Student Affairs and Enrollment Management will be allowed access to these files. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. Initial positive screens will undergo medical review by the vendor. Any confirmed positive findings will be handled under the Chemical Dependency Policy of the College.

## Electronic Communications Policy

College faculty and staff use electronic communication methods to disseminate information to and communicate with students. This information may be time-sensitive and require action on the student's part. Thus, College expectations are as follows:

- Email from the College is sent to Drake email addresses.
- Students are responsible for the consequences of not reading and/or responding to CPHS communications sent to their Drake email address.
- Members of the College community are requested to check their email twice daily such as once in the morning and once in the afternoon. It is recommended that you close your email client unless it is your scheduled time to check email to facilitate in person work and project completion.
- All members of the College community are committed to responding to email in a timely manner (2 business days). Emails, telephone calls, or office visits to follow-up on an unanswered email may occur after 2 business days. Exceptions will be made for scheduled professional or personal absences or circumstances that prohibit routine email access (i.e., international travel).
- No member of the College community is expected to acknowledge or return emails in the evenings, on weekends, during vacation/sick/personal time, or during holidays.
- Electronic communication methods (e.g., email, BlackBoard learning management system, CORE, etc.) may be required as part of courses and experiential requirements for content delivery, exams and assessments, class discussion, active learning exercises, and other professional program needs. The requirements will be specified in the course syllabus. If these

requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution.

- The lack of access to electronic communication is not a valid excuse for failure to respond to a request, complete an assignment or exam, or meet a deadline. However, any technology issues or outages with Drake University technology systems (e.g., Drake email, BlackBoard learning management system) as identified and communicated by Drake Information Technology Services are not the responsibility of the student.

### Laptop Computer Requirement

CPHS professional program students enrolled in the Doctor of Pharmacy program are required to have a laptop computer. Professional program students will utilize laptop computers for completing coursework, accessing electronic learning management systems, electronic testing and assessments, and other professional program needs.

The laptop computer requirements for CPHS students may be found on the [Drake Information Technology Services](#) webpage.

- Any device that does not meet the University requirements may not be compatible with testing requirements. It is each student's responsibility to make sure that their device is acceptable.
- It is recommended that students have high speed internet access at their home.
- Students are responsible for maintaining a functioning laptop computer. Drake Information Technology Services provides student technology resources on their webpage.

### Social Media Guidelines

Drake University faculty, administrators, staff, and students should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities. This includes participating in online social networking platforms (Facebook, Twitter, Instagram, etc.). **Think about what you post, when in doubt don't post.**

Drake University supports the individuals' expression of First Amendment rights of free speech. It is your responsibility – as a visible member of the institution and the larger community – to protect the values of Drake University when using social media. Any inappropriate use of social media platforms shall not be tolerated. Inappropriate or malicious use may include but is not limited to:

1. Posting information (photos, comments, etc.) about Drake University administrators, faculty, staff, or students without consent.
2. Posting information that violates the HIPAA or FERPA policies.
3. Using derogatory language or remarks about administrators, faculty, staff, or students at Drake University or other colleges and universities.
4. Using demeaning statements or threats that endanger the safety of another person.
5. Posting incriminating photos or statements regarding illegal criminal behavior, underage drinking, usage of illegal drugs, sexual harassment, or violence.
6. Indicating knowledge of the acts listed above.

Please keep the following guidelines in mind as you participate on social networking platforms:

1. Before participating in any online community, understand that posts may be available to anyone, even with limited access to your platform.

2. Do not post information, photos, or other items online that could jeopardize your well-being, your relationships, or your professional career. This includes items that may be posted by others on your platform.
3. Exercise caution when sharing location and/or plans.
4. Individuals within the University and law enforcement personnel check these platforms regularly.

Violations of these guidelines will result in a review of the incident and may include action as appropriate under the CPHS honor code policy. Those who believe they have been targets of unprofessional behavior via social media or suspect any other violations of these guidelines should contact the Student Affairs Officer (students) or their supervisor (faculty/staff) to address their concerns.

### Student Immunization Policy

Prior to enrollment at Drake, students are required to provide Drake University with their medical history and immunization record. The requirements for submitting appropriate documentation to the University Health Center is available on the [Health Centers Policies and Forms](#) webpage.

In addition to the documentation required by the University Health Center, pharmacy students will need to upload required health information into CORE. This includes a completed Certification of Medical Examination and Evaluation form, which is located in the CORE Document Library as well as an updated immunization record. All information must be provided prior to beginning IPPEs and APPEs. Immunization requirements to participate in the experiential education program are outlined in the Pharmacy Experiential Manual located in the CORE Document Library.

### Change of Legal Name Procedure

To ensure the accuracy and integrity of all academic, financial aid, and student loan records maintained by Drake University and the College of Pharmacy and Health Sciences, the Notification of Change of Legal Name form has been implemented.

To take advantage of this service, please access the Notification of Change of Legal Name form in the [CPHS Forms Library](#).

- It is important to note, as stated on the electronic form, students are responsible for notifying the Social Security Administration of the name change. Only Drake University offices will be notified upon receipt of the electronic form by the College of Pharmacy and Health Sciences.
- The Iowa Board of Pharmacy Examiners must also be notified of name change information.

Please direct any questions related to the online Change of Legal Name process to the Office of Student Affairs and Enrollment Management.

### Pharmacy Tuition/Fees and Scholarships

For information about tuition and fees for pharmacy students, please visit the [Financial Aid Office website](#). Refund policy information is also available at this site.

Each year pharmacy students may apply for pharmacy scholarships. A common application form for these scholarships is available online by December 1st and are due on February 1st of the following year. Pharmacy students may apply for these scholarships for every year of enrollment in the College. Many scholarships include criteria that specify P3 and P4 student recipients. However, students are eligible to apply during the first year of the professional program.

## Student Pharmacy Organization and Committees

Several pharmacy student organizations exist within the college for students to join and participate in. DRxUGS, Drake Pharmacy Unified Group of Students, serves as the umbrella organization for ten national pharmacy groups: Academy of Managed Care Pharmacy (AMCP); Academy of Student Pharmacists (APhA-ASP); American Society of Health-System Pharmacists (ASHP); American Society of Consultant Pharmacists (ASCP); Christian Pharmacists Fellowship International (CPFI); National Community Pharmacists Association (NCPA); Student National Pharmaceutical Association (SNPhA); American Association of Pharmaceutical Scientists (AAPS); National Community Oncology Dispensing Association (NCODA), and Student College of Clinical Pharmacy (SCCP). Although not under the umbrella, DRxUGS works very closely with the three professional pharmacy fraternities on-campus as well: Kappa Psi, Lambda Kappa Sigma and Phi Delta Chi. Students may also be invited to join one of the two honor societies: Rho Chi and Phi Lambda Sigma. In addition to the national organizations, fraternities and honor societies, students may apply to serve as a representative on one or more college committees including the Honor Code committee. A complete list of CPHS student organizations and other opportunities for involvement can be obtained on the [CPHS Student Organizations and College Committees](#) website.

### Meeting Time

A standard meeting time has been implemented for both Fall and Spring semesters. A specific time for each academic year will be determined based on course schedules. This standard meeting time will provide a block of time for student professional organizations and college committees to meet with reduced incidence of scheduling conflicts. Experiential education that requires students to be off-campus is exempt from this policy.

## Board of Pharmacy Internship Requirements

The College reserves the right to deny internship opportunities to those who do not obtain the appropriate intern registration. The Iowa Board of Pharmacy requires that every student must register as a pharmacist-intern before beginning their internship, but not before their first professional year in a college of pharmacy. Pharmacist-interns must be registered with a current/active registration before beginning an internship or working as an intern. The College will aid in helping students to apply for their State of Iowa Board of Pharmacy Intern Registration. Internship forms are available on the [Iowa Board of Pharmacy](#) website. The request for preparation of the college's verification of enrollment is automatically sent to the Iowa Board of Pharmacy following admission into the professional pharmacy program. Students should notify their employer should they change their major from pharmacy to another program.

Internship hour requirements vary from state to state. Therefore, it is important to contact the Board of Pharmacy of the state in which a student plans to practice and/or take the board exam for details. Hours

may not count toward internship requirements until after two years of college in many states. In order to receive credit for hours, students must register as an intern or apprentice with the appropriate Board of Pharmacy as soon as they begin employment in a pharmacy. A student who resides and works as an intern in one state, but plans to practice in another state after graduation, must be registered as an intern with the Board of Pharmacy in both states. It is recommended that students practicing and registered in Iowa are familiar with the [Pharmacist-Intern Rules and registration requirements](#) on the Iowa Board of Pharmacy website.

To obtain licensure as a pharmacist in the State of Iowa, the completion of internship hours beyond those required by the pharmacy curriculum are not necessary. Some states, such as Minnesota, require some of the hours to occur in specific categories (e.g., traditional compounding, patient counseling, and dispensing) beyond what the curriculum provides. Students should verify those additional hours through the Board of Pharmacy.

Questions regarding Iowa internship and licensure requirements should be directed to:

**Iowa Board of Pharmacy**

400 SW Eighth Street, Suite E  
Des Moines, IA 50309-4688  
(515) 281-5088  
Fax (515) 281-4609

[The National Association of Boards of Pharmacy](#) website includes links and address information for other state board of pharmacies.